

**Town of Ashburnham
Policy Statement**

Policy Name:	Longevity Payments	Policy Number:	002
Approval Authority:	Town Administrator	Applies to:	All Employees
Adopted:	7/12/2017	Revised:	Reviewed:

1.0 Policy Statement

This policy shall clarify the disbursement of longevity payments as described in the Town's General By-Laws, Chapter XXVII, §6.50.

2.0 Reason for the Policy

The purpose of this policy is to offer clarification as to how longevity payments will be handled and when they will be distributed.

3.0 Scope of Policy

This policy applies to all longevity payments to Town Employees.

4.0 Who does this policy apply to?

This policy applies to all Union and Non-Union, contractual and non-contractual non-union employees who are eligible for longevity.

5.0 Who is responsible for enforcing this policy?

The Treasurer/Collector's Office shall be in charge of enforcing this policy.

6.0 Definitions

NONE

7.0 Policy

In accordance with the Town By-laws and Union agreements, all longevity payments shall be made on an annual basis on or about the employee's anniversary date of employment as a lump sum commencing on the 5th anniversary of the employee's employment, and such employee shall continue to receive annual longevity payments on his/her anniversary in accordance with the Town Bylaw.

8.0 Attachments

8.1 Longevity Payment Request

**Town of Ashburnham
Policy Statement**

Date of Payroll: _____

Employee # _____

Longevity Payment Request

Employee Name: _____

Department: _____

Date of Hire: _____

Check box that applies:

☐ **5 Years of Service (\$250)**

☐ **10 Years of Service (\$500)**

☐ **15 Years of Service (\$750)**

☐ **20 Years of Service (\$1000)**

Employee Signature: _____

Department Head Signature: _____

Payroll Dept Signature: _____